Guidelines for Authors

Provisions for Submission of “Research Papers” and “Survey Reports” to the Journal of the International Education & Exchange Center, Nagoya University

1. This journal aims to enable faculty members involved in international student education at Nagoya University to present the results of their research and educational achievements.

2. Eligibility to submit a research paper or survey report is as follows:
   a. Faculty member affiliated to the International Education & Exchange Center, Nagoya University
   b. Faculty member of Nagoya University involved in international student education or administration
   c. Other; a person recognised by the Publicity Committee as being qualified to submit a manuscript (enquiries with respect to eligibility should be made to the Publicity Committee by December 27 of the year prior to the year of publication)

3. The Publicity Committee (hereinafter “Committee”), as selected by the International Education & Exchange Center Steering Committee, shall be responsible for the editing of this journal.

4. The Committee shall determine whether research papers and survey reports meet the provisions for submission and writing set forth. In addition, with regard to research papers, the Committee shall referee, or entrust specialists to referee manuscripts. Based on the referees’ results, the Committee shall decide on the acceptance or rejection of a manuscript. Moreover, on the basis of its examination and the referees’ results, the Committee may require authors to revise the content of manuscripts.

5. Provisions with respect to the requisite writing format shall be set forth separately.

Writing Format Guidelines for “Research Papers” and “Survey Reports

1. In principle, all manuscripts must be submitted in either Japanese or English.

2. “Research papers” must not exceed 20,000 characters (Japanese) or 10,000 words (English). “Survey reports” must not exceed 12,000 characters (Japanese) or 6,000 words (English). Diagrams, charts, etc., are to be included within this character or word limit.

3. Authors must specify whether they are submitting a “research paper” or “survey report”, and attach a cover sheet containing, in the following order, title, author's name, affiliation, abstract (approximately 400 character in Japanese or 200 words in English), keywords (maximum of five), and table of contents.

4. Notes must take the form of footnotes, with sequential numbers being incorporated into the main text of the manuscript.

5. In principle, citations and references should be confined to items mentioned in the manuscript’s main text or notes, and be attached as a bibliography at the end of the paper. Bibliographies must conform to the following conventions:
   a. References should be divided into Japanese (authors’ names listed in kana order) and foreign (authors’ names listed in alphabetical order) works.
   b. References should be written in the order of author’s surname, author’s given name (initial(s) acceptable), date of publication, title of article, title of book/journal, volume number, publisher.
   c. Theses and articles written in Japanese or Chinese characters should be indicated by 「」, and books by 『』.
   d. Where translated works have been used, the name of the original should be shown alongside in parentheses ( ).

6. Manuscripts should be printed on A4-sized paper, using a format of 40 characters per line (80 spaces), and 30 lines per page. In addition to the submission of a hard copy, manuscripts must be submitted in electronic form.
7. Proofs may be read a maximum of two times. Changing the content of manuscripts during the proofreading stage is not permitted.

Referee's Guidelines ("Research Papers")
The refereeing of research papers as stipulated in 4. of the “Provisions for Submission” above shall conform to the following guidelines.

1. A manuscript that is deemed by the Committee to meet the submission provisions set forth shall have its author's name withheld and be sent to two referees, together with the provisions for submission, writing format guidelines, and referee's guidelines.

2. The referee shall make an overall judgment as to whether the research paper is of publishable value and, giving the manuscript an evaluation of “accepted”, “rejected”, or “accepted upon the condition of revision”, shall notify the Committee of this evaluation by the designated date.

3. Where the referee has evaluated the research paper as “accepted upon the condition of revision”, the content of the manuscript that requires revision shall be specified in a report. Where the research paper has been rejected, the referee shall specify the reasons for this decision.

4. In the event of a disparity between the evaluation of both referees, the Committee shall, upon deliberation, decide whether the manuscript be “accepted”, “rejected”, or “accepted upon the condition of revision”.

5. The Committee shall notify the author of the referees' results. In the event that the manuscript has been rejected, the reasons for this decision shall be attached. With respect to manuscripts “accepted upon the condition of revision”, where the author subsequently submits a revised manuscript, the committee shall proceed to have it refereed again.